



DUQUESNE UNIVERSITY SCHOOL OF LAW



TO: All Upper Division Law Students
FROM: Valerie J. Harper, Law School Registrar
SUBJECT: Academic Year 2009-2010
DATE: August 10, 2009

Enclosed are the following materials for the Academic Year 2009-2010:

- (1) ABA Letter
- (2) Address Form (Please complete only if DORI is incorrect.)
- (3) Academic Calendar
- (4) FERPA Form

It is very important that the School of Law have current student contact information within the database. Please complete the enclosed Forms as soon as possible. All students must return the Forms to Duquesne University School of Law, 600 Forbes Avenue, Pittsburgh, PA 15282-0700; Attention: Law Registrar's Office or deliver to the Main Office on or before September 7, 2009. You should retain a copy of the completed forms for your records.

DROP/ADD PROCEDURES

The Fall 2009 Semester Drop/Add period will begin on Monday, August 24th and end on Friday, August 28th. Drop/Add forms will be available in a designated area of the Law School. Forms must be completed and signed before placing them in the box located near the Registrar's Office during your scheduled time period. The forms **will not** be processed without your signature and the return of both copies. You will receive official notification via your student mailbox after the Registrar's Office has processed all changes. Do not come to the office for the form. You **must** circle your Student Status on the form or it will not be processed.

BANNER NOTICE: The Registration Module site is closed, therefore, you will not have the capability to drop/add online now, or during the academic year.

The Drop/Add period for the Fall 2009 Semester will be completed in the Registrar's Office (Room 202) according to the following schedule:

	Monday, August 24
4 P/T & 3D Students with last names A - L	Noon - 2:00 p.m.
4P/T & 3D Students with last names M - Z	3:00 p.m. - 5:00 p.m.
4E Students	5:00 p.m. - 6:30 p.m.

Tuesday, August 25

3P/T, 2D & 2P/T Students with last names A - L 10:00 a.m. - 12:00 p.m.

3 P/T, 2D & 2P/T Students with last names M - Z 1:00 p.m. - 3:00 p.m.

3E & 2E Students 4:30 p.m. - 6:30 p.m.

Wednesday, August 26

4P/T & 3D Students with last names A - L 10:00 a.m. - 12:00 p.m.

4P/T & 3D Students with last names M - Z 1:00 p.m. - 3:00 p.m.

4E Students 4:30 p.m. - 6:30 p.m.

Thursday, August 27

3 P/T, 2D & 2P/T Students with last names A - L 10:00 a.m. - 12:00 p.m.

3 P/T, 2D & 2P/T Students with last names M - Z 1:00 p.m. - 3:00 p.m.

3E & 2E Students 4:30 p.m. - 6:30 p.m.

Friday, August 28

4 P/T, 3D, 3 P/T, 2D & 2P/T Students 10:00 a.m. - 12:00 p.m.

1:00 p.m. - 3:00 p.m.

4E, 3E & 2E Students 4:30 p.m. - 7:30 p.m.

****It is very important that you circle what is your Student Status for the Fall 2009 semester.** We will not process anyone out of sequence.**

****After drop/add, please review your schedule online in BANNER using your Multipass ID to ensure your schedule is correct. Students who have not officially dropped a course which they have previously registered will receive a failing grade in that course. (See Academic Bulletin, page 25.)**

CROSS-DIVISION COURSES

Full-Time Day Division Students

Full-Time Day Division students may only register for courses offered in the Day Division Program with the following exceptions:

- Students who have transferred from the Evening Division into the Day Division at the end of their first year of study may register and complete the required courses in Property and Criminal Law in the Evening Division;

•Full-Time Day Division students may register for a course in the Evening Division which is never offered in the Day Division during any academic year;

Part-Time Day and Evening Division Students

Because of their part-time status, all upperclass Part-Time Day and Evening Division students may cross-register for courses which are offered in the Day and Evening Divisions.

Credit Limitation-Non-Traditional Courses

Although a student may register for an unlimited number of non-traditional courses, i.e., Law Review, Skills courses, Internships, Foreign Programs and Clinical Programs, no student may utilize more than a total of nine (9) non-traditional credits, whether taken during the academic year or in a Summer Session to fulfill his/her 86 graduation credit requirement. (See Academic Bulletin)

Course Audit

Students shall not be permitted to audit a course that is examined on the Pennsylvania Bar Examination. Subject to the approval of the Academic Status Committee, a student may be permitted to audit other courses for good cause. All audited courses are subject to the normal attendance requirements.

Auditing a course during any semester will not reduce a student's residency credit requirement.

In addition, no student shall be permitted to audit more than one (1) course per semester. If, by auditing a course, a student exceeds more than three (3) credits above the maximum permitted to be taken during the academic year, permission must be received from the Academic Status Committee and tuition must be paid for the extra credits. (Part-Time Day Division students are subject to tuition on a credit basis for any courses audited.) All requests to the Academic Status Committee must be typed (e-mail or fax requests are unacceptable) and are to be delivered to the Associate Dean's Office.

Residency

A student in the Full-Time Day Division is required to complete his/her course work within three academic years from the date of matriculation and must have been in residence on a full-time basis for three (3) academic years [not less than ten (10) credit hours per semester]. A student in the Evening Division or Part-Time Day Division is required to complete his or her course work within four academic years from the date of matriculation and must have been in residence on a part-time basis [not less than eight (8) credits per semester and not more than twelve (12) credits per semester] for four (4) academic years. Transfer students must have been in residence for a minimum of two (2) academic years on a full-time basis or the equivalent on a part-time basis.

A candidate for the degree of Juris Doctor must complete his or her final year of study in residence at the School of Law and may not enroll in less than eight (8) credit hours per semester for Part-Time students (Day or Evening) or ten (10) credit hours per semester for Full-Time Day Division students regardless of the number of credits earned during prior semesters or any Summer Sessions. Summer Session credits earned in the amount of six (6) credits shall be considered one-fourth (1/4) of an academic year of residency. Any Summer Session credits earned less than six (6) shall not be considered for purposes of earning time in residency. Residency may not be satisfied solely by the number of credits completed.

All J.D. candidates are subject to the same degree requirements, academic requirements and academic regulations. All J.D. candidates must satisfactorily complete a minimum of 86 credit hours of study, including required courses. The terms and conditions for this program may be modified by the School of Law at any time.

Part-Time Day and Evening students, while normally on a four-year program, may, by petition to the Academic Status Committee of the Faculty, extend their course of study to five years. Such extensions shall only be granted by the Committee after the successful completion of the first year of study.

****All students must check your total credits for the year! Any student over the maximum stated by the Law School will be charged extra tuition per credit.**

Course Drop/Add

Students may not withdraw from any required course(s). Students desiring to drop or add elective courses during the Fall or Spring Semesters must complete and submit a drop/add request to the Registrar's Office during the first week of each semester. Summer Sessions do not have drop/add periods. Students who have not officially dropped a course for which they have previously registered will receive a failing grade in that course. Students who are not officially enrolled in a course will not receive credit for that course. (See Academic Bulletin, page 25.)

A course which is dropped during the drop/add period will not appear on a student's transcript. Students may not withdraw from an upper-division course after the normal drop/add period without the approval of the Academic Status Committee. Withdrawals from courses after the drop/add period are only granted by the Academic Status Committee for rare and compelling reasons. If the Academic Status Committee permits a student to withdraw from a course, a "W" will appear on the student's transcript. **Under no circumstances may a student withdraw from a course after the last day of that class.** All requests to the Academic Status Committee must be typed (e-mail or fax requests are unacceptable) and are to be delivered to the Associate Dean's Office.